

Kansas Immunization Program (KIP)

2013 VFC Provider Enrollment FAQs

Updated January 9, 2013: added #s 9-15

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1. Why does the 2013 VFC Enrollment Form look different?
 - a. The Centers for Disease Control (CDC) required all immunization awardees (grantees) to use a standard enrollment form they developed to assure all programs are consistent with communicating federal VFC program requirements.
2. How do I know if my VFC-eligible count of children is correct?
 - a. Clinics may use their previous year's profile, if it only counted a child one time and not each time the child was immunized.
 - b. Active KSWebIZ users may use the VFC Category Report which will document the numbers of children in the various age cohorts and payer categories. Contact the KSWebIZ help desk at: 877-296-0464 if you need assistance in running this report.
3. Do I need to list all active medical staff on page one if I am enrolling as a hospital?
 - a. No, only list those providers who deliver or care for and order the birth dose of Hepatitis B vaccine. You may add additional sheets, if necessary, so long as they have all the same information as required on page 1. Please be sure to add your facility name and VFC Pin number to attachments.
4. Do all providers use the same enrollment form in 2013?
 - a. Yes. All active VFC providers use the same enrollment form beginning in 2013.
 - b. If your facility is a hospital, complete the profile page for newborns only under the less than 1 year of age columns.
 - c. If you are pharmacy, complete the profile page only for the ages of children a pharmacy may serve under statute.

- d. If you are a college or other provider who is enrolled in a one-time special uninsured adult vaccine project, please add a separate sheet with the clinic name, pin number and the total number of uninsured adults you serve for that special vaccine project.
- 5. Page 1 of the enrollment form has a box designating the VFC Manager has competed the annual training requirement. What is this?
 - a. The annual training requirement for the provider's VFC Manager (coordinator) and back-up is completion of the CDC's *"You Call the Shots"* online video training. The CDC has mandated that all state immunization programs require each provider's VFC Manager and back-up have annual training on vaccine management, storage, handling and the VFC program. KIP is using the CDC's training since it is comprehensive, can be done on-line and offers the trainee a certificate of completion.
 - b. This is not required for re-enrolling in 2013.
 - c. It is required that all VFC Managers and their back-up complete this training by December 1, 2013 for the 2014 re-enrollment.
- 6. How do I document I have completed this training?
 - a. Completion of the training modules will provide a certificate of completion to the trainee. These certificates must be kept on file and will be reviewed at the provider's annual VFC site review.
 - b. These certificates will be submitted with the 2014 VFC enrollment.
- 7. Do providers order different vaccines for VFC-eligible versus SCHIP or State-eligible children?
 - a. No. VFC providers continue to order vaccine just as they have in the past. Each provider continues to screen and determine the child is eligible for KIP program vaccine at every immunization visit and documents this in the child's permanent record. This eligibility documentation provides KIP with the numbers of persons served in each category of eligibility, allows us to accurately budget for the vaccines used by provider and complete our CDC reporting.
- 8. Who may sign the VFC enrollment form?

- a. The CDC requires that the medical director or equivalent sign the enrollment form.
9. How do I designate Title 21 (SCHIP) versus Title 19 (Medicaid) on the profile page?
 - a. Please add together the total Title 19 and Title 21 children and enter these totals on the "Medicaid" line, Part B., in each box under the age cohorts you serve.
10. We understand the profile page is very different: This may help in understanding how to use the new format:
 - a. The total of all children seen is entered into Part A. a.-c.
 - b. The totals, by age and payer status, are entered into Part B. b., by age cohort. The totals in the last line at the bottom of Part B. are the same totals that are entered into Part A., a-c.
 - c. No Health Insurance in Part B is Uninsured
 - d. Have Health Insurance is Fully Insured in Part B.
11. Clinics, who are direct entry users of KSWebIZ, can run the VFC Category Report to determine the numbers of children served in 2012. The instructions for running this report are on the KSWebIZ home page under "What's the Buzz".
12. Clinics who have EMRs may be able to run reports on the total children (single children not claims) served by age cohort and payer status to complete the profile page. Please only count a child one time for the profile numbers submitted in the 2013 enrollment.
13. The clinic VFC Coordinator and back-up Do Not need to complete the education requirement before submitting the 2013 re-enrollment (see # 5 above). *This education must be completed by December 1, 2013 for the 2014 re-enrollment.* This will allow all enrolled providers' time to complete the CDC modules, once they are all available. Currently, only "Understanding the Basic: General Recommendations" and specific vaccine modules are available. The CDC has told us the other modules will be coming soon. Watch for this update in What's Happening Wednesday.

14. VFC enrolled Birthing Hospitals continue administering the birth dose of Hepatitis B to all newborns regardless of the mother's payer status: Nothing has changed other than the enrollment form.
15. VFC providers continue to serve the categories of children they have always served. Providers continue to determine eligibility at every immunization visit and document this in the child's permanent record. The vaccine received from KIP is vaccine for: Title 19-Medicaid; Title 21-SCHIP; Uninsured; American Indian/Alaskan Native; and Underinsured, if the clinic is an FQHC, RHC or deputized LHD. The CDC required all immunization programs to delineate these programs and their respective funding source in this year's enrollment information. The provider's determination and documentation of each child's eligibility at every visit tells KIP how to allocate the vaccine to the funding sources, plan for next year's vaccine budgets and complete the required CDC reporting.